

NAME OF POLITICAL COMMITTEE:

REPORTING PERIOD

FROM

THRU

FOR OFFICE USE ONLY

## SCHEDULE B

INDICATE THE PART OF FORM D-2 BEING ITEMIZED:

- ☐ PART 6- TRANSFERS OUT  
EXPENDITURES TO POLITICAL  
COMMITTEES - INCLUDING TICKET &  
RAFFLE PURCHASES
- ☐ PART 7- LOANS MADE
- ☐ PART 8- EXPENDITURES

POLITICAL COMMITTEE  
IDENTIFICATION NO.

**SEE PAMPHLET "A GUIDE TO CAMPAIGN DISCLOSURE" FOR GUIDANCE.**

ITEMIZED EXPENDITURES FULL NAME, MAILING ADDRESS, AND ZIP CODE	DATE OF EXPENDITURE	PURPOSE	BENEFICIARY	AMOUNT OF EACH EXPENDITURE THIS REPORTING PERIOD	AGGREGATE AMOUNT THIS REPORTING PERIOD

USE SEPARATE PAGE(S) FOR EACH NUMBERED PART

TOTAL THIS PERIOD \$ \_\_\_\_\_

(LAST PAGE OF THIS PART ONLY)

(THIS FORM MAY BE REPRODUCED)

PAGE \_\_\_\_\_

**SEE INSTRUCTIONS ON REVERSE SIDE**

## **INSTRUCTIONS FOR COMPLETION OF SCHEDULE B**

1. Complete name of political committee.
2. Complete reporting period.
3. Place committee identification number in the box marked POLITICAL COMMITTEE IDENTIFICATION NO..
4. Indicate the part of the D-2 being itemized. Use a separate Schedule B for each part.
5. An expenditure must be itemized if it exceeds \$150 in aggregate to a single entity during the reporting period.
6. Each itemization shall be by full name and mailing address (including zip code) of the receiving party as well as the date of the expenditure, its purpose, beneficiary, the amount of each expenditure, and the aggregate amount to each entity.
7. The beneficiary of an expenditure is normally the committee itself; however, in the case of a transfer out, the beneficiary will be the receiving committee. In the case of an expenditure made on behalf of another committee, the beneficiary would be that committee. Such a third party beneficiary would need to be notified that it is the recipient of an inkind contribution which it is required to report.
8. Part 8 itemizations of credit card expenditures or reimbursed expenditures shall list the name and address of the actual provider of services, as well as the purpose, beneficiary, amount, date and aggregate amount for each expenditure in excess of \$150 in the aggregate during the reporting period.
9. Each part must be totaled at the bottom of the last page.
10. The total must be entered on the appropriate line on the D-2.